

SMALGRANTS PROGRAM
Attachment A

1. GENERAL INFORMATION	
1.1 Applicant Name	
a. Legal Name (as in Bank Account):	
b. Address:	
c. City/Town:	d. District:
e. State:	
f. Zip/Pin Code:	g. Website:
h. Other Info. (if any):	

1.2 Point of Contact		
a. Last Name:	b. First Name:	
c. Tel:	d. Cell:	E. E-mail
d. Fax		

1.3 NGO or Foundation information
Legal Person:
NGO's Board of Directors members list. Contact information
Key contact or directors of the project (specify any experience managing similar projects)

2. BACKGROUND OF ORGANIZATION
2.1 Description

2.2 Key Personnel
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2.3 Project Partner(s)
*

2.4 Past Grants (U.S. Embassy, Department of State, Other)
*

2.5 Strengths and Capacity of Organization
*

3. PROJECT DESCRIPTION
3.1 Project Information

a. Project Name:			
b. Duration (months):		c. Start Date:	d. End Date:
c. Target audience (description):			

3.2 Executive Summary
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3.3 Project Justification
*

3.4 Project Goal and Objectives
*

3.5 Project Innovation
*

3.6 Project Activities
* Activities description within the project.
* Calendar of activities.

3.7 Project Accomplishments (Milestones)
*

3.8 Monitoring and Evaluation Plan
*

3.9 Sustainability
*

4. BUDGET
4.1 (See Attachment B: Suggested Grant Proposal Budget Worksheet to submit your Detailed Budget submission)
Total cost of the event of Project, indicating the contributions expected from the U.S Government, other institutions and the organizers. The Embassy does not cover 100% of the project.
• Total Funding applied for: \$ _____ (must match with Attachment B)
• Total Recipient share (if any)\$ _____ (must match with Attachment B)

4.2 Budget Narratives and other Remarks (if any)
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Instructions

Key personnel: Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.

Description of Organization: Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project. This applies to all proposed project partner as well.

Justification: This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page. Activities: Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.

Accomplishments, monitoring and evaluation, and sustainability: Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.

Budget: Please refer to Attachment B "Suggested Grant Proposal Budget Worksheet". Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item "indirect costs" or "administrative overhead," any figure you provide without a specific breakout will be returned for additional information or rejected. If your organization has an approved "Negotiated Indirect Cost Rate Agreement" or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated in U.S. dollars. Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.